

# California Energy Commission



**CLASSIFICATION:** Energy Analyst

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Energy Analyst – Range A: \$2,902 – \$3,552  
Range B: \$3,142 – \$3,881  
Range C: \$3,768 – \$4,668

**LOCATION:** Efficiency Division  
Local Assistance and Financing Office, Sacramento, CA

**FINAL FILING DATE:** Until Filled

The California Energy Commission's Local Assistance and Financing Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9<sup>th</sup> Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**DUTIES/RESPONSIBILITIES:** The Energy Analyst performs work of average difficulty in a wide variety of consultative and analytical energy assignments. Responsibilities include, but are not limited, to the following:

- Develop, deploy and maintain outreach strategies, partnerships, and working relationships with Local Education Agencies (LEAs), local governments, special districts, hospitals and other statewide organizations. Perform program analyses to develop and maintain program quantitative data including: securing data from appropriate sources; downloading and evaluating data; and creating and maintaining databases and spreadsheets.
- Assist as a resource for one of the Proposition 39 Implementation Programs including the review of applications for the more common less complex Energy Project Expenditure Plans, and/or Bright Schools Program technical assistance grant projects.
- Assist with the development and coordination of major local government activities funded through the Commission's loan and grant programs, identify needed services and improvements; prepare programmatic reports which may entail developing evaluation, monitoring and verification plans.

- Assist in the management of contracts, grant and loans related to local government energy projects. Act as liaison to local government organizations, including attending and presenting at conferences and representing Commission programs and activities. Present evaluation results and recommendations to office staff, division and Commission management and affected public agencies.
- Perform other duties as required consistent with the specifications of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #440-414 and Position #4400-5837-018 the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Personnel Services – RPA #440-414  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 654-4309  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From TDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**